

Retention and Classification Report

Agency: Department of Workforce Services. Tooele Employment Center
(1890)
305 North Main Street
Tooele, UT 84074
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Records Officer Amanda McPeck

19983	Client case files
10516	Day care center licensing files
07140	Home energy assistance target program files
10092	Self-sufficiency/child care eligibility case files

AGENCY: Department of Workforce Services. Tooele Employment Center

SERIES: 19983

3

TITLE: Client case files

DATES: 1992-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These are complete case histories of clients receiving services provided initially by or through a Family Support office (OFS) and now provided by the Dept. of Workforce Services.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 1.

AUTHORIZED: 04/24/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

These are complete case histories of clients receiving services provided initially by or through a Family Support office (OFS), now provided by the Dept. of Workforce Services.

AGENCY: Department of Workforce Services. Tooele Employment Center

SERIES: 19983

TITLE: Client case files

(continued)

PRIMARY CLASSIFICATION:

Private UCA 63G-2-202 (2008)

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Workforce Services. Tooele Employment Center

SERIES: 10516

3

TITLE: Day care center licensing files

DATES: 1970-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

This is the record of the licensing and inspecting of centers that provide care and supervision of children under the age of fourteen for more than four but less than twenty-four hours a day for a fee. This license is required under UCA 55-9-1. These files include copies of the articles of incorporation; copies of information pamphlets and booklets issued by the centers; copy of building plans and zoning approvals; program summary; requests to fire marshall, nutritional specialist, and nurse to check facility; inspection reports; application for license to inspect day care center; notice of approval of license; drafts of Title VI compliance reviews; evaluation reports by local health departments; copy of menus; notice of expiration of license; curriculum schedule; inventory of equipment; provider file addition form; information on employee working in day care center; group day care enrollment; information on day care center and staff report; complaint letters; standard out of compliance report; and complaint investigation report. Personal information includes age, appearance, assets and debts, birthplace, brothers and sisters, current and past addresses, date of birth, educational level, employer, employment history, ethnic group, income, job position information (grade/step, etc.), marital status, membership in groups, name, name of kin, national origin, number of children, occupation, occupational licenses, physical disabilities, race, references, religious preference, salary, sex, signature, social security number, telephone number.

RETENTION:

Retain 8 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 3.

AUTHORIZED: 06/08/1992

AGENCY: Department of Workforce Services. Tooele Employment Center

SERIES: 10516

TITLE: Day care center licensing files

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 8 years after center has closed and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302 (2008)

AGENCY: Department of Workforce Services. Tooele Employment Center

SERIES: 7140

3

TITLE: Home energy assistance target program files

DATES: 1981-

ARRANGEMENT: None

DESCRIPTION:

These case files are created by home energy assistance target eligibility workers. The purpose of the record is to gather information to verify and determine eligibility for home energy assistance. Information gathered for verification purposes include age, employer, date of birth, marital status, name, national origin, number of children, race and ethnic grouping, salary and income information, sex, signature of client, social security number, and telephone number.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 2.

AUTHORIZED: 03/19/1991

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

AGENCY: Department of Workforce Services. Tooele Employment Center

SERIES: 7140

TITLE: Home energy assistance target program files

(continued)

APPRAISAL:

Administrative Fiscal Legal

These case files are created by home energy assistance target eligibility workers. The purpose of the record is to gather information to verify and determine eligibility for home energy assistance.

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Tooele Employment Center

SERIES: 10092

3

TITLE: Self-sufficiency/child care eligibility case files

DATES: 1981-

ARRANGEMENT: None

DESCRIPTION:

These files are created and used to document the monitoring of initially Family Support, now Dept. of Work Force Services, client cases and their progress. These records also document the self sufficiency and income eligible child care programs. The purpose of these programs is to assist clients gain employment and not require public assistance programs. Child care may be provided as part of these and as such, these records become part of the case files. These programs act as a temporary support system for individuals who are employable but without adequate financial resources. The State assists recipients in this endeavor through a system of counseling, information sharing, advocacy and the provision of support services. In addition, the state coordinates these programs with the Job Training Coordinating Council, the Department of Education, and other public and private social service agencies dealing with families with dependent children. CFR 206-1-10 (1990), specifies a state must follow for the application, determination of eligibility and furnishing of public assistance for persons involved in these programs. Included in the self sufficiency and day care case files are the narrative description of the cases, histories of payment information, documentation of day care authorizations, lists of client plans and objectives, quarterly update reports, and lists of activity codes and their components. In addition, there is information on sanctions taken by the department against clients, documentation on target populations, and support services offered to clients.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 5.

AUTHORIZED: 01/07/1992

AGENCY: Department of Workforce Services. Tooele Employment Center

SERIES: 10092

TITLE: Self-sufficiency/child care eligibility case files

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

These files are used to monitor initially Family Support client cases and their progress. They are now serviced by The Department of Workforce Services. They also document the self sufficiency and income eligible child care programs.

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)